

JOB ANNOUNCEMENT

Berrien County Trial Court - Friend of the Court
St. Joseph, MI - May 24, 2005 - **OPEN UNTIL FILLED**

DEPUTY FRIEND OF THE COURT - (\$42,646 - \$57,150) Full-time position available in Berrien County, Michigan, with the Friend of the Court.

REQUIRED - Master's Degree in Business or Public Administration, Criminal Justice, law degree or related field and a minimum of three years of progressively more responsible supervisory experience; OR Bachelor's Degree in the aforementioned areas and five years of progressively more responsible supervisory experience in a court, law office administration or agency of comparable size.

DESIRED - Knowledge of court and child support operations; ability to organize and maintain records and reports; good communication skills, both oral and written; ability to provide training.

DUTIES - Responsible for the overall administration of the FOC office; direct supervision of clerical personnel and division supervisors; serves as a liaison with other agencies and the State of Michigan Child Support System; coordinates and implements training for staff; establishes, coordinates and communicates goals, standards, policies and procedures for FOC operations to staff, other agencies and the public; implements rules and regulations, including new statutes dictated by the Legislature, Courts, or Court Rules; assists in the development of goals and objectives, analyzing trends and identifying needed plans.

BERRIEN COUNTY, MICHIGAN - A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer